CHAPLES J. KRYSIAK

SIDNEY W. ALBERT
L. DOUGLAS JEFFERSON
JACQUES E. LEEDS
J. MAX MILLSTONE
ROBERT S. REDDING
STEPHEN ROSENBAUM
G. JOSEPH SILLS
CARMEL J. SNOW
RICHARD TEITEL
COMMISSIONERS



R. REX BROOKSHIRE II
DIRECTOR OF ADMINISTRATION
LOURENNA E. FISHER

WORKERS' COMPENSATION COMMISSION

6 NORTH LIBERTY STREET BALTIMORE, MD. 21201-3785

July 21, 1989

(301) 333 - 4700

Mr. William Taylor State Records Administrator State Records Management Center 7275 Waterloo Road (Rte.. 175) P.O. Box 275 Jessup, Maryland 20794-0275 AUG 29 1989

MARYLAND STATE ARCHIVES

Attention: Marilyn Bentley

Re: Submission of Records Retention and Disposal Schedule (See attached inventory & new schedule for "Claims" & "Support and all other")

Dear Mr. Taylor:

Schedules 359, 360, 369 and 427 have been superceded by this Schedule. We understand your office will provide the new Schedule Number.

The following revisions are requested in superceding the above Schedules:

Schedule 359

- 1. Reports File Item one (1) from 359 is now included in the Claims Folder as a new Item one (1). First Reports of Injury or Occupational Disease wherein no claim has been filed is now a new Item eight (8).
- 2. Claim Card Item two (2) was discontinued about 1970 and destroyed.
- 3. <u>Company Folders</u> Item three (3) being held in four (4) Lectrievers awaiting resources to microfilm. They become Item two (2) in the new Schedule.
- 4. Notice of Cancellation Item four (4) is now item ten (10) and was discontinued in this form on April 30, 1987 and is replaced by Proof of Coverage System (POCS), National Council of Compensation Insurance or put on optical file disk and then destroyed. Originals (4x6 cards) will be retained until microfilmed or put on optical file disk and then destroyed.

- 5. <u>Endorsements</u> Item five (5) will become Item three (3) on new Schedule.
- 6. <u>Joint Election</u> Item six (6) becomes Item four (4).
- 7. Code Sheet Item seven (7) is now Item eleven (11) and is on microfilm and will be retained permanently. Originals were destroyed immediately after microfilmed.
- 8. Employer Index to Claims Item eight (8) now becomes Item twelve (12) and is also on microfilm and will be retained permanently. Originals are destroyed immediately after microfilming.
- 9. Statement of Compensation Paid Item nine (9) of Schedule included in Claims Folder (Item one [1] in the new Schedule.)
- 10. Claims Docket Item ten (10) is now Item eleven (11) and has been replaced by Computerized data. Dockets from 1938-1983 are on microfilm and will be retained permanently. Three cc kept in-house and one sent to Dept. of Lic. & Regss. Updated daily. Retained permanently.
- 11. Administrative Accounting Records The portion of Item eleven (11) on pages six (6) and seven (7) have been destroyed.
- 12. Miscellaneous Accounting Records on page seven (7), Item twelve (12) has been destroyed. Years retained varied for the records from three (3) to five (5) years or until audited, whichever was later and then destroyed. Certificates of Records Disposal are sent for each group of records as authorized.
- 13. <u>Master Authorization</u> Item thirteen (13) becomes Basic Personnel Transaction Form MS 310 and Item twelve (12) in the new <u>Support & All Other Schedule</u>.
- 14. <u>Leave Records</u> Item fourteen (14) becomes Item thirteen (13) in the <u>Support and all Other</u> Schedule.
- 15. <u>Self-Insurer' File</u> Item fifteen (15) becomes Item six (6) on the new <u>Claims Schedule</u>.
- 16. Special Account and Second Injury Fund Item sixteen (16) becomes Item ten (10).
- 17. <u>Special Account</u> Item seventeen (17) becomes a part of Item ten (10).
- 18. <u>Hearing Reporter's Notes</u> Item eighteen (18) becomes Item five (5) of <u>Claims Schedule</u>.

- 19. <u>Commissioner's Dockets</u> Item nineteen (19) becomes Item seven (7) in Claims Schedule and titled <u>Commissioners' Docket Sheet.</u>
- 20. <u>Hearing Reporters Notes</u> Item twenty (20) become combined with Item five (5) of Claims Schedule.

Schedule 360

- 1. <u>Claims Folders</u> Item one (1) was superceded by Schedule 427 which is now superceded by the new Claims Schedule.
- \star 2. Index to Claims Item two (2) lost in move in 1983.

Schedule 369

Medical Claims File - Item (1) is now filed in Claims Folder, Item one (1) is new Claims Schedule.

Schedule 427

1. Claims Folders - Item one (1) is now item one (1) of the new Claims Schedule.

Special thanks is extended to Marilyn Bentley of your staff for assisting Mr. Lemonds in preparing the new Schedule. If you need further information, contact me or Jerry Lemonds, Support Administrator 333-4777.

Sincerely,

R. Rex Brookshire

Director of Administration

cc: J. G. Lemonds, Records Mgt.

attachments

RRB/smt

* permanent item

REV. 7/86

DEPARTMENT OF GENERAL SERVICES Records Management Division

SCHEDULE

1202

PAGE NO.

Page 1 Of 3

RECORDS RETENTION AND DISPOSAL SCHEDULE

	Workers' Compensation Commission	Claims
	AUCTO	Ol Walde
em lo.	Description	Retention
	This schedule supercedes Schedule Nos'. 359, 360, 369 and 427	
	These records series are found in the offices of Worker's Compensation Commission Departments' <u>Claims Folders</u> .	
1.	These records include some, or all of the follow-	
	ing:	
	A. Notice of Hearing B. Surgeon's Report	
	C. Issue Form	· .
	D. SIF Form	
	E. Subpoena	1
	F. CFA Letter	·
	G. Proof of Death	
	H. Proof of Death by Undertaker	
	I. Statement of Compensation Paid	
	J. Employee's Claim Form	
	K. Dependent's Claim - Death Case	Retain for five (5) years th
	L. Employer's First Report of Injury or	microfilm and destroy
	Occupational Disease	originals. Rețain microfil
	M. Claim for Medical Services	permanently.
	N. Order NISI on claim for medical, surgical,	
	hospital & other like expenses	
	O. Claims deferred	
	P. Award of Compensation	
	Q. MPA-l Establish date of injury, cause, TT,	
	medical expenses, etc.	
	R. MPA-C-l Rating Disability	
,	S. MPA-C-lA Rating Disability includes W.C.C.	
	Medical Examiner paragraph	1
	T. MPA-C-2 Rating on Permanent Partial	1
	U. MPA-C-2A Rating on Permanent Partial and W.C.C	
•	Medical Examiner paragraph	
	V. MPA-D When Commission Disallows Claim	1
	W. Application for lump sum	
	(Continued)	1
	(Continued)	

Agency, or Division Repp

withing Director of 7/21/89 R. Rex Brookshire Administration

Title

Date

Signature

FORM ON TA

RECORDS RETENTION AND DISPOSAL SCHEDULE

SCHÉBULE NO. 1202

120.

PAGE No. Page 2 of 3

	r	NO. Page 2 of
Ho.	Description	Retention
2.	Company Folder - Insurance Records These records include some, or all of the following as to insurance companies: A. Name of Company B. Location C. Nature of Business D. Insurance Policies E. Insurance Carrier F. Effective dates of policies	Microfilm after five (5) years destroy originals. Retain microfilm permanently.
3.	Endorsements These records indicate any changes in the status of the policy holder or of the policy in effect must be noted in files endorsed by the authorized agent of the insurance carrier.	Retain for five (5) years and then destroy.
 4. 5. 	Joint Election - This form is used by an employer having a policy covering employees engaged in "not extra-hazardous" occupations in conformance with Art. 101 Sec. 31 and 65 of the Annotated and Rules of the Commission.	Retain for three (3) years and then microfilm. Destroy originals and retain microfilm permanently.
	Stenographic Notes The records are Court Reporters' paper steno- graphic notes of proceedings of hearings held before Workers' Compensation Commission. Each set of notes is wrapped in cover sheet containing identifying data.	Untranscribed notes-keep for fifteen (15) years, then destroy. Transcribed notes-keep for three (3) years, then
6.	Self-Insurer's File A folder contains the following records: A. Application for Self-Insurance D-1; B. Commissions Order to file security bond; C. Surety bond; D. Correspondence; E. Cancellation where submitted F. Annual financial reports, E.E.C. & 10K Reports	destroy. Retain Permanently
7.	Commissioner's Docket Sheet A docket sheet is prepared for each case to be heard. These records contain: A. Claim number B. Claimants name C. Disposition D. Results E. Location	Retain for three (3) years and then destroy.
; ;		

<u> Palaksi</u> (j. 18. j. j. 18. j

** HE V = 175

RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

SCHEDULE NO. 1202

PAGE

		NO. 3 of 3
item No.	Description	Retention
8.	First Reports of Injury, or Occupational Disease (Form SF-1) wherein a claim not filed	Microfilm. Destroy original. Retain microfilm permanently.
9.	Claims Docket - on microfilm from 1938 to 1983. Computerized since 1983. Updated daily. Four (4) copies made - three (3) retained on WCC premises and one (1) copy delivered off-site to State Department of Licensing and Regulation.	Microfilm retained permanently Computer data updated and retained permanently in revised status.
10.	Notice of Cancellation - Data no longer collected on this form as of May 1, 1987. Now collected by National Council of Compensation Insurance (NCCI) with its Proof of Coverage System (POCS).	Retain cards until microfilmed or put on Optical disk storage. Then will destroy original and retain optical disk file or microfilm permanently.
11.	Code Sheet - microfilm covering from 1938 to 1983. Replaced by Claims Folder. Originals were destroyed immediately after microfilming.	Microfilm. Retain per- manently.
12.	Employers Index to Claims - microfilm covers from 1948 through April 30, 1983. Replaced by Claims Folder. Originals were destroyed immediately after microfilming.	Microfilm. Retain permanently
	•	
	·	
		•
	•	
	·	
	·	
	,	
		to produktion in the second of

1			
INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	DEPARTMENT OF GE RECORDS MANAGEN		AGENCY RECORDS INVENTORY
REVISED RECORD SERIES. FORWARD	7275 WATER	rloo road	
WITH RECORDS RETENTION SCHEDULE	P.O. BC	OX 275	PAGE OF 22
(DGS 550-1)	JESSUP, MARY	YLAND 20794	PAGE OF
DEPARTMENT/AGENCY WCC	2. DIVISION CAS	e Prousing	Entral Files
DEFINITION-RECORD SERIES. A GROUP	OF RELATED RECORD	DE NORMALLY FILED	<u></u>
	CE AS WELL AS RETE	ENTION AND DISPOS	ITION PURPOSES
Lains Tollers	•		5. EARLIEST YEAR/LATEST YEAR 1914 TO PRESENT
6. RECORD SERIES DESCRIPTION (BR			ATION / DOCUMENTS / PORMS FOUND
These records include so	THE SERIES.	NCLUDE THE PU	RPOSE OR FUNCTION OF THE SERIES
A. notice of Hearing B. Surgois Report	I. Statement	+ 9 Congensation	31 MP1-1-1-110-1-3 1-1.
c. descrestorm	K. Dependent	· Claim Form, Dea	the Coce T.MPA-C-ZA- ""
D. SIF Farm	L. Employe	r's First Regard of de patienal Disease	layery U.MPA-1-Estat Date) my st
E Subpoena	A DO - A	or medical Serv	iche
F. C.FA Letter	N. Order NIS		w. application for lump
C. Proof of Deall	0 00 0	elerred	som.
H. Brog of Dealth by Undertake	v p. award of	Companie	
2. 10 m	OMPA-C-11	lating Disah	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	S SEQUENCE	2. VOLUME More than 200,000
LETTER SIZE D MICROFILM	- ALPHABETIC	CAL	FILE DRAWER(S)
LEGAL SIZE COMPUTER TAPE	M NUMERICAL		☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S)
BOUND BOOK DFLOPPY DISK	CHRONOLOGICAL		NUMBER OTHER(SPECIFY)
□ AUDIO TAPE □ VIDEO TAPE	□ GEOGRAPHIC	CAL	10. ANNUAL ACCUMULATION
OTHER(SPECIFY)	OTHER(SPE	CIFY)	So Cuft FILE DRAWER(S)
			year MICROFILM REEL(S)
			NUMBER COMPUTER TAPE(S)
	<u> </u>	T	OTHER(SPECIFY)
11. FILE IS USED		12. FILE BECOME	ES INACTIVE AFTER PORMANTANT
DAILY WEEKLY	□ MONTHLY	I	MONTH(S) PYEAR(S)
13. CURRENT LOCATION(S) (BLDG., FI MSDE Blog, Rine 905, 92	LOOR, ROOM)	14. IS RECORD SERIES DUPLICATED ELSEWHERE?	
•		TES X NO	·
15. ACCESS RESTRICTIONS TYPE	s X NO	16. AUDIT REQUI	REMENTS
(IF YES, CITE LAW(S) & REGULA	/ 🔪		
		NONE - STATE - FEDERAL - INDEPENDENT	
17. IS AN INDEX SYSTEM USED! (IF	YES - EXPLAIN		
BRIEFLY AND DESCRIBE ANY HARDBARE SOFTWARE)		18. RECOMMENDED RETENTION Microfilm after five (5) years. Permanent Retention of microfilm. Destroy Original	
		microfilm	sper gen (5) years.
YES NO	2/0	War and	ent lotalión A
Mumerical, Name, Soc. Sec	5,110,	'S'	DA Diversi
*		mier for	. Lestroy organiz
Os Pane and Title OF PREPARER	20. TELEPHONE	NUMBER	21. DATE
Ht fenus	1,		
J.G. LEMONDS ADMINISTRATOR	(301) 333-47	ツフ	7/17/89
SUPPORT	1>		1
IGS 350-4 (REVISED 2/37)			

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION		AGENCY RECORDS INVENTORY	
REVISED RECORD SERIES, FORWARD	7275 WATE			
WITH RECORDS RETENTION SCHEDULE	P.O. BOX 275		PAGE Z OF W	
(PGS 550-1)	JESSUP, MAR	YLAND 20794	PAGE OF	
DEFARTMENT/AGENCY	2. DIVISION Case Process	×.	3. UNIT	
A GROUP				
DEI INTITION NACOND DERTES		ENTION AND DISPOS	AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE	•		5. EARLIEST YEAR/LATEST YEAR	
Company Folder			<u> 1914</u> то <u>1986</u>	
6. RECORD SERIES DESCRIPTION (BR	THE SERIES.	INCLUDE THE PU	ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SERIES)	
Olusurance Carla a an Rm 922, The Rusa	re records	stored en f	our (4) Lectrievers	
in Rm 922. The Recor	de contain p	eome orall	The following;	
B. Localion		·	0	
C. nature of Business D. Insurance Policie E. Knowance Carrier	<u>-</u>			
E. Unsurance Carrier	ee. -			
now used for represent	Policies		1 . 70	
now used for reproduct	only appri	of 10 fember	purcel	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	S SEQUENCE	9. VOLUME 1,000,000 approx 1,000,000 approx	
D LETTER SIZE D MICROFILM	- ALPHABETIC	CAL	FILE DRAWER(S)	
LEGAL SIZE COMPUTER TAPE	NUMERICAL		□ MICROFILM REEL(S) □ COMPUTER TAPE(S)	
BOUND BOOK DFLOPPY DISK	CHRONOLOG	ICAL	OTHER(SPECIFY)	
D AUDIO TAPE D VIDEO TAPE	□ GEOGRAPHI	CAL	10. ANNUAL ACCUMULATION	
OTHER(SPECIFY)	OTHER(SPE	CIFY)	None File Drawer(s)	
folded \$74'X6" Card			□ MICROFILM REEL(5)	
January Com			NUMBER COMPUTER TAPE(S)	
11. FILE IS USED /OX	1	12. FILE BECOME	S INACTIVE AFTER PRIMARES	
DAILY WEEKLY	MONTHLY		MONTH(S) PYEAR(S)	
		NUMBER		
13. CURRENT LOCATION(S) (BLDG.,FL	LOOR, ROOM)	14. IS RECORD SERIES DUPLICATED ELSEWHERE?		
Rm 922		(IF YES, SPECIFY AGENCY OR OFFICE)		
ALCOHOL DECEDICATIONS DIVINO	16/1.0			
15. ACCESS RESTRICTIONS YES	NO	16. AUDIT REQUIREMENTS		
		NONE - STATE - FEDERAL - INDEPENDENT		
17. IS AN INDEX SYSTEM USED! (IP	YES, EXPLAIN			
BRIEFLY AND DESCRIBE ANY HA		18. RECOMMENDED RETENTION		
X YES D NO alphabeti	ral	microfilm and lestroy original. Ketain microfilm permanently-		
YES 10 NO alphabetical		Ketain microfilm permanenty-		
			•	
	1	<u> </u>	T	
TO NAME AND TITLE OF PREPARER	20. TELEPHONE	NUMBER	21. DATE	
J.G. LEMONDS SUPPORT	(301) 333-4	777	7/17/89	
J.G. LEMONUS - FILL		· · · · · · · · · · · · · · · · · · ·	<u> </u>	

DGS 550-4 (REVISED 2/87)

INSTRUCTIONSTYPE OR PRINT A SEPAPATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DE 380-1) 1. DEPARTMENT/AGENCY DEFINITION-RECORD SERIES-A GROUP REPEREN	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794 2. DIVISION CASE PROCESSING OF RELATED RECORDS NORMALLY FILES CE AS WELL AS RETENTION AND DISPOSE		AGENCY RECORDS INVENTORY PAGE 3 OF 22 3. UNIT CLAIMS AND USED AS A UNIT FOR ITION PURPOSES
1. RECORD SERIES TITLE Endorsemento			5. EARLIEST YEAR/LATEST YEAR 1944 TO Present
any Change in the in effect must be a Change are endorsed carrier.	HE SERIES. e status y to noted in the fly an aut		ATION/DOCUMENTS/FORMS FOUND PROSE OR FUNCTION OF THE SEPTES; holder or the folicy we filler, all such and the insurance
7. RECORD SERIES FORMAT(S) LETTER SIZE A MICROFILM EGAL SIZE COMPUTER TAPE BOUND BOOK FLOPPY DISK AUDIO TAPE VIDEO TAPE OTHER(SPECIFY)	8. RECORD SERIES SEQUENCE ALPHABETICAL NUMERICAL CHRONOLOGICAL GEOGRAPHICAL OTHER(SPECIFY)		9. VOLUME A FILE DRAYER(S) O MICROFILM REEL(S) NUMBER O COMPUTER TAPE(S) NUMBER O COMPUTER TAPE(S) 10. ANNUAL ACCUMULATION 4 Inlal O FILE DRAYER(S) INCLE O MICROFILM REEL(S)
11. FILE IS USED		12. FILE BECOME	MICROFILM REEL(S) NUMBER COMPUTER TAPE(S) COTHER(SPECIFY) ES INACTIVE AFTER
A DAILY WEEKLY	□ MCNTHLY	NUMBER D MONTH(S) YEAR(S)	
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM) Am 922		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) C YES NO	
15. ACCESS RESTRICTIONS O YE.	S (NO	16. AUDIT REQUIREMENTS NONE O STATE OFEDERAL OINCEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES.EXPLAIN BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE) AYES D NO WILLIAM W		18. RECOMMENDE Microfilm & Netain	e after fire (5) years
J. G. LEMONDS SUPPORT	(301) 333-4		21. DATE 7/17/89

765 113+: /REVISED 2/371

'HSTRUCTIONSTYPE OR PRINT A SEPAPATE FORM FOR EACH NEW OR	DEPARTMENT OF GENERAL SERVI RECORDS MANAGEMENT DIVISIO		AGENCY RECORDS INVENTORY	
REVISED RECORD SERIES. FORWARD TITH RECORDS RETENTION SCHEDULE (Dec 580-1)	7275 WATER P.O. BO JESSUP, MARY	DX 275	PAGE 4 OF 22	
1. DEPARTMENT/AGENCY WCC	2. DIVISION Case Process	ing	3. UNIT Claims	
DEFINITION-RECORD SERIES-A GROUP	OF RELATED RECORD IE AS WELL AS RETE		AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE Spirit Election	~ 144	,	5. EARLIEST YEAR/LATEST YEAR 1944TO Mosey	
Jhis form is used be "not lettra hazardona" with art 101, Sees. 3 the Commission. Is employers giving the			ATION/DOCUMENTS/FORMS FOUND REPOSE OR FUNCTION OF THE SEPTES! a folicy control in a filesin conformance Colle Acule 23 y Letters from the molonger surployed	
J. RECORD SERIES FORMAT(S) LETTER SIZE MICROFILM EGAL SIZE COMPUTER TAPE BOUND BOOK CFLOPPY DISK AUDIO TAPE VIDEO TAPE OTHER(SPECIFY)	8. RECORD SERIES SEQUENCE ALPHABETICAL NUMERICAL CHRONOLOGICAL GEOGRAPHICAL OTHER(SPECIFY)		9. VOLUME FILE DRAWER(S) MICROFILM REEL(S) COMPUTER TAPE(S) OTHER(SPECIFY) OTHER(SPECIFY)	
11. FILE IS USED PRIV	· · · · · · · · · · · · · · · · · · ·		S INACTIVE AFTER MONTH(S) YEAR(S)	
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM)		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) (YES NO		
15. ACCESS RESTRICTIONS THE YES (NO (IF YES, CITE LAB(S) & REGULATION(S)		16. AUDIT REQUIREMENTS NONE - STATE - FEDERAL - INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES.EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) O YES O NO		18. RECOMMENDED RETENTION 5 years & fluen microfilm destroy originals.		
ON HAND AND TITLE OF PREPARER FORWARDS ADMINISTRATE J. G. LEMONDS SUPPORT	(301) 333-4;	NAMER 777	21. DATE 2/17/89	

Tarak di Kabalan ya Katana da

INSTRUCTIONS TYPE OR PRINT A SEPAPATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE 5 OF 22	
1. DEPARTMENT/AGENCY	2. DIVISION	SUPPORT	3. UNIT	
WORKERS! COMP. COMM.	COURT PERO	OTEDS	COURT REPORTERS	
DEFINITION-RECORD SERIES-A GROUP	OF RELATED RECORD	S NORMALLY FILED	AND USED AS A UNIT FOR	
	CE AS WELL AS RETE	ENTION AND DISPOS		
STENOGRAPHIC NOTES			5. EARLIEST YEAR/LATEST YEAR 14 TO Present	
COURT REPORTERS' PAPE	THE SERIES.	PHIC NOTES	OF PROCEEDINGS OF CONTAINING IDENTIFYING	
7. RECORD SERIES FORMAT(S) LETTER SIZE " MICROFILM LEGAL SIZE " COMPUTER TAPE BOUND BOOK " FLOPPY DISK	8. RECORD SERIES SEQUENCE ALPHABETICAL NUMERICAL CHRONOLOGICAL		9. VOLUME FILE DRAWER(S) 274	
OTHER SPECIFY) 81/2" x 234" VANCIABLE THICKNESS	GEOGRAPHIC		10. ANNUAL ACCUMULATION FILE DRAWER(S) OS MICROFILM REEL(S) NUMBER COMPUTER TAPE(S)	
11. FILE IS USED DAILY WEEKLY	□ MCNTHLY	1	MONTH(S) YEAR(S)	
13. CURRENT LOCATION(S) (BLDG., FI	LOOR, ROOM)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) UYES D'NO		
15. ACCESS RESTRICTIONS TYPES (IF YES, CITE LAW(S) & REGULATIONS	S NO	16. AUDIT REQUIREMENTS NONE - STATE - FEDERAL - INDEPENDENT		
17. IS AN INDEX SYSTEM USED! (IF YES, EXPLAIN BEIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) 19. NAME AND TITLE OF PREPARER 20. TELEPHONE N BARRY HOMAN			FOR VIRANSCRIBED NOTES FOR VIRANSCRIBED NOTES TOY KEEP	
BARRY HOMAN HEARING REPORTER SUPERVISOR	333-82	56	6/15/89	

INSTRUCTIONS - TYPE OR PRINT A SEPAPATE FORM FOR EACH NEW OR	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION		AGENCY RECORDS INVENTORY		
REVISED RECORD SERIES. FORWARD VITH RECORDS RETENTION SCHEDULE (DES 580-1)	7275 WATER P.O. BO JESSUP, MARY	X 275	PAGE 6 OF 22		
1. DEPARTMENT/AGENCY W.C.C.	2. DIVISION Director of ac	ministration	3. UNIT Self Insurance		
DEFINITION-RECORD SERIES-A GROUP	OF RELATED RECORD		AND USED AS A UNIT FOR		
1. RECORD SERIES TITLE Self slasurance Fi			5. EARLIEST YEAR/LATEST YEAR 1914 TO PROBLEM		
JN.	THE SERIES.	INCLUDE THE PUR	ATION/DOCUMENTS/FORMS FOUND MPOSE OR FUNCTION OF THE SERTES)		
upon approval of application and deposit of a surety bond with the Commission, a business firm bleones a self-insurer. a folder is established for lesh self-insurer containing the application, commission order, burtly Bond, correspondence, cancellation, annual francial reports, SEC & 10K Reports.					
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	SEQUENCE	9. VOLUME		
C LETTER SIZE O MICROFILM	ALPHABETIC	.AL	FILE DRAWER(S) D MICROFILM REEL(S)		
EGAL SIZE COMPUTER TAPE	□ NLMERICAL		5 COMPUTER TAPE(S)		
G BOUND BOOK G FLOPPY DISK	□ CHRONOLOGI	CAL	NUMBER OTHER(SPECIFY)		
AUDIO TAPE UVIDEO TAPE	□ GEOGRAPHIC	:AL	10. ANNUAL ACCUMULATION		
OTHER(SPECIFY)	OTHER(SPEC	::FY)	G FILE DRAWER(S) G MICROFILM REEL(S) RUMBER G COMPUTER TAPE(S)		
11. FILE IS USED		12. FILE BECOME	S INACTIVE AFTER		
DAILY WEEKLY	□ MCNTHILY		MONTH(S) YEAR(S)		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Sinto 1060, 10th Floor MSDo Blog		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) C YES NO			
13. ACCESS RESTRICTIONS TYES AND (IF YES, CITE LAW(S) & REGULATION(S)		16. AUDIT REQUIREMENTS			
17. IS AN INDEX SYSTEM USED? (IF YES.EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)		18. RECOMMENDED RETENTION			
TYES NO		Retain 5 years.			
J. G. LEMONDS Lupport	20. TELEPHONE N (301) 333-4		21. DATE 7/17/89		

768 111-1 (REVISED 2/37)

INSTRUCTIONS TYPE OR PRINT A SEPAPATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	PATE FORM FOR EACH NEW OR RECORDS MANAGEMENT DIVISION SED RECORD SERIES. FORWARD 7278 WATERLOG ROAD		AGENCY RECORDS INVENTORY		
THE RECORDS RETENTION SCHEDULE (DE 350-1)	P.O. BO JESSUP, MARY		PAGE Z OF W		
1. DEPARTMENT/AGENCY	2. DIVISION	Miss	3. UNIT Chairman's Secretary		
DEFINITION-RECORD SERIES-A GROUP	OF RELATED RECORD	NORMALLY PILED	AND USED AS A UNIT FOR		
1. RECORD SERIES TITLE Commissioner's Dock		NTION AND DISPOS	5. EARLIEST YEAR/LATEST YEAR 1947 TO Present		
6. RECORD SERIES DESCRIPTION (SRIEPLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES; A docket sheet is prepared for lach lace to be bland, These prepared for lach lace to be bland, Sheet prepared for lach lace to be bland, Lisposition, results & location					
7. RECORD SERIES FORMAT(S) C LETTER SIZE C MICROFILM	8. RECORD SERIES SEQUENCE		9. VOLUME 15 Cm ft A FILE DRAWER(S)		
G BOUND BOOK G FLOPPY DISK	□ NUMERICAL CHRONOLOGI	CAL	NUMBER OTHER(SPECIFY)		
O AUDIO TAPE VIDEO TAPE OTHER(SPECIFY)	GEOGRAPHICAL COTHER(SPECIFY)		10. ANNUAL ACCUMULATION FILE DRAWER(S) MICROFILM REEL(S) HUMBER COMPUTER TAPE(S) Him H. X OTHER(SPECIFY)		
DAILY DEEKLY	D MONTHLY	12. FILE BECOMES INACTIVE AFTER D MONTH(S) YEAR(S)			
13. CURRENT LOCATION(S) (BLDG.,FI	LOOR, ROOM)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) C YES TO NO			
15. ACCESS RESTRICTIONS TYPES (IF YES, CITE LAW(S) & REGULATIONS		16. AUDIT REQUIREMENTS O NOME O STATE O FEDERAL O INDEPENDENT			
17. IS AN INDEX SYSTEM USED? (IF YES.EXPLAIN BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE) U YES NO		18. RECOMMENDED RETENTION Retain for three (3) years + then destroy			
SG. LEMONDS Support	20. TELEPHONE N (301) 333-47		21. DATE 7/17/89		